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ABSTRACT

This manual describes the timetables and procedures for the development, review, submission, and approval of new instructional programs in Maryland community colleges. Appended are sample forms for program proposals, desegregation impact statements, approval of vocational-technical programs, and for approval of an existing program as a new off-campus academic program. It would be useful to other states as a model. (Author/RT)

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MARYLAND COMMUNITY COLLEGE

PROGRAM PROPOSAL MANUAL

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JC 770 509

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MARYLAND STATE BOARD FOR HIGHER EDUCATION;
DIVISION OF VOCATIONAL-TECHNICAL EDUCATION
OF THE STATE DEPARTMENT OF EDUCATION;
AND
MARYLAND STATE BOARD FOR COMMUNITY COLLEGES
JULY 1977

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MARYLAND COMMUNITY COLLEGES

PROGRAM PROPOSAL MANUAL

MARYLAND STATE BOARD FOR COMMUNITY COLLEGES
ANNAPOLIS, MARYLAND 21401 JULY 1977

FOREWORD

This Manual is a revision of the *Program Proposal Manual* developed in 1973 and currently in use by Maryland community colleges. This revision clarifies the original *Program Proposal Manual* by updating references and responding to new conditions in the State-level structure and governance of higher education, including those brought about by recent legislation. The revisions of this Manual have been reviewed and approved by the State Board for Higher Education (SBHE), the State Board for Community Colleges (SBCC), and the Division of Vocational-Technical Education (DVTE) of the State Department of Education. The Maryland Community College Program Development Council, comprised of occupational and academic administrators of the community colleges, provided invaluable guidance in the development of the original edition and their input into this revised edition has also been helpful.

Included in the Appendix of this Manual are:

A - Program Proposal form;

B - Desegregation Impact Statement;

C - DVTE Cover Sheet MSDE-VTE 219-07;

D - Proposal for Designation of Regional Program form;

E - Proposal for the Approval of an Existing Program as a New Off-Campus Academic Program

The *Program Proposal Manual* and forms which follow are to be used in conjunction with the development, review, submission, and approval of all new instructional programs in Maryland community colleges. This document becomes effective immediately and shall be used for all programs proposed for implementation in Fall 1978. This document supersedes all previous material issued.

MARYLAND COMMUNITY COLLEGES

PROGRAM PROPOSAL TIMETABLE

List of projected programs for next five years due at SBCC office (required for *Statewide Master Plan for Community Colleges in Maryland*)	December 31
Letter of Intent due at SBCC office	June 15
SBCC and other appropriate agencies responses to college's Letter of Intent	August 1
Program Proposal due at SBCC office	November 15
Program Proposal forwarded by SBCC to SBHE	December 1
SBCC action and recommendation to SBHE	January 15
Final action by SBHE	March 15
SBCC official response to college	No later than SBHE April meeting

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PROGRAM PROPOSAL PROCEDURES

The Maryland State Board for Higher Education defines a program as a series of courses or other educational activities leading to a degree or certificate. Maryland community colleges offer two types of programs as required by statute--transfer and occupational.

A "Transfer Program" is operationally defined as:

a) One of seven academic areas which is intended primarily to prepare students for transfer to a four-year college or university. They are as follows:

Arts and Sciences Area (4910)
Biology and Physical Sciences Area (4920)
Humanities and Social Sciences Area (4930)
Engineering Area (4940)
General Studies Area (4950)
Teacher Education Area (4960)
Business Administration Area (4970)

b) A series of courses leading to a Certificate and/or Associate in Arts degree.

c) The basis for reporting enrollment, completions, and follow-up information to the SBCC.

d) The object of quantitative data monitoring for effectiveness by the SBCC.

"Transfer Program Options" are those developed from and closely related to one of the seven program areas shown above.

An "Occupational Program" is operationally defined as:

a) A series of courses intended primarily to assist students with immediate or concurrent employment.

b) A series of courses leading to a Certificate and/or Associate in Arts degree.

c) A series of courses having a unique program number (HEGIS code number and suffix series, 5000 to 5599).

d) The basis for reporting enrollment, completion, and follow-up information.

e) The object of quantitative data monitoring for effectiveness by the SBCC.

An "Occupational Program Option" is operationally defined as:

a) A series of courses intended primarily to assist students with immediate or concurrent employment.

b) A series of courses leading to a Certificate and/or Associate in Arts degree.

c) A variation of an occupational program designed to assist students in a specialized field--an option generally includes several courses specific to the field while the majority of courses are required by the major program.

d) Neither the basis for reporting data nor the object of quantitative data monitoring by the SBCC. Occupational students enrolled in options are reported under the major program.

MASTER PLAN LISTING

In December of each year community college presidents shall submit to the SBCC a listing of programs projected by the college for the ensuing five academic years. Programs projected for the first two years shall be in priority order. No Letter of Intent will be accepted for any program not projected in the most recent Master Plan listing. Programs not implemented as scheduled, which the college wishes to continue under investigation, shall be specifically included by the college in succeeding Master Plan listings. Exception to this policy will be made only when the college can clearly demonstrate to the SBCC that an "emergency" condition exists.

LETTER OF INTENT

Each community college will forward to the SBCC a letter that indicates the college's intent to submit a formal program proposal during the next academic year. This should be done in accordance with the schedule listed herein.

Each Letter of Intent forwarded to the SBCC by the community colleges must include the following:

a) Program Title - An accurate reflection of the content of the program.

b) Program Code - The four digit Higher Education General Information Survey (HEGIS) number for categorization of credit curriculum, plus a two digit suffix which is a unique college designation code. Final program code determination is made by the SBCC.

c) USOE Code - The eight digit U. S. Office of Education (USOE) number for career program identification. Final USOE code determination is made by the SBCC. The USOE code number is used by the DVTE.

d) Proposed Implementation Date - Semester and year.

e) Degree Level - Certificate and/or Associate in Arts.

f) Need for Program - Preliminary information on student interest and employment opportunities.

g) Goals - The major aims of the program.

h) Projected Effect of the Program on the State's Desegregation Plan - A statement which indicates that consideration has been given to the effect of the program on the State Desegregation Plan.

i) Similar Program Existing in Service Area - A listing of similar programs in other schools or colleges including secondary vocational-technical programs and postsecondary institutions.

j) Outside Funding Intentions - An indication of the college's intent to seek DVTE funding or outside revenue.

k) Facilities Required - A statement indicating that consideration has been given to the need for new facilities and/or additions.

l) Estimated Per Student Cost - An estimate comparing relative program cost to institutional average cost per full-time equivalent (FTE) student.

m) Impact on Other Programs in the College - A listing of similar or related programs and the impact of this program on them.

REVIEW PROCEDURES FOR LETTER OF INTENT

Upon receipt of the college's Letter of Intent, the SBCC will:

a) Objectively evaluate the Letter of Intent;

b) Send copies of the Letter of Intent to the SBHE and the DVTE;

c) Send listings of the titles of all proposed programs to all other Maryland community colleges and State colleges and universities;

d) Provide to the college an evaluative response which integrates responses to the Letters of Intent received from other agencies or institutions.

PROGRAM PROPOSAL

The schedule contained herein will be used if the college decides to prepare a formal program proposal. The steps for submission are as follows:

a) Seven copies of the Program Proposal, including any associated options, should be submitted to the SBCC on the current form. If possible, all items should be completed using the space allotted on the form. Any supportive letters or other documents should be attached to the form as an addendum and referenced in the proper space.

Two of the seven copies, with all attachments, are required by the DVTE and must be submitted for funding eligibility under Title II of the Vocational Education Amendments of P.L. 94-482 and the Maryland State Plan for Administration of the Vocational-Technical Education Programs. Of these two copies, original signatures must appear on the required cover sheet, MSDE-VTE-219-07, which is to be attached in duplicate.

If the program is not occupational, only five copies are required.

FACTORS FOR EVALUATION OF PROGRAM PROPOSALS

The factors to be used in the evaluation of the Program Proposal by the SBCC include but are not limited to:

a) Availability of jobs for graduates of the program;

b) Transferability of competencies and skills to related fields;

c) Student interest in the program;

d) Cost of the program including need for new facilities and/or staff;

e) Impact of proposed program on similar programs at other colleges;

f) Articulation of the program with other secondary and postsecondary institutions.

Following the initial review, analysis of the major viability of the program in view of the above six factors occurs. The fundamental and overriding question for occupational programs is whether appropriate level employment opportunities are available. If the answer is negative, or questionable at best, it is unlikely that any combination of the successive factors could countervail this shortfall. If manpower conditions, on the other hand, are strongly or moderately positive, additional attention must be focused on the factors of interest, cost, impact, applicability of skills, and competencies to other employment areas and articulation of the program.

Specific weights cannot be placed on the individual subsidiary factors once the manpower question is resolved. Rather, the SBCC staff assesses the totality of factors as they relate to the particular institution, its

history, geography, size, and other approved programs. The existence of a regional program network also contributes to the analysis of the specific program under review.

After completing its review, the SBCC staff develops recommendations for the SBCC and provides advance copies of the recommendations to the presidents of the proposing institutions. All other colleges are notified of the titles of programs to be considered by the Board but are not provi ed with specific staff comments on proposals of other institutions. Any college may comment on the impact of a particular proposal on its programs. The comments may be in writing to the SBCC staff or directed to the SBCC when the Program Proposal is presented for discussion.

REVIEW AND ENDORSEMENT PROCEDURES

These steps will be followed by the SBCC upon receipt of the Program Proposal:

a) The SBCC will distribute copies of the Program Proposal to the SBHE and the DVTE.

b) The SBCC staff will review the Program Proposal.

c) The DVTE will notify the SBCC regarding comments, recommendations, and funding eligibility.

d) The SBCC will take action and make a recommendation to the SBHE.

e) The SBHE will take final action on the Program Proposal.

f) The SBHE will notify the SBCC staff of the decision.

g) The SBCC Executive Director will notify the community college president with a copy to the board of trustees.

The SBHE will accept the SBCC's recommendations on all programs developed and proposed by a college within existing HEGIS categories at that college pending approval of the submitted Desegregation Impact Statement. All programs developed in HEGIS categories new to the college or any major program developed within existing HEGIS categories will be thoroughly reviewed and evaluated prior to forwarding to the SBHE for consideration and approval.

PROGRAM REVISIONS OR OPTIONS

Requests for program revisions (i.e., those involving a change in program objectives) or options to existing programs must also be submitted to the SBCC for review and recommendation. A request for program revision or option may be submitted at any time. Revisions of programs already in existence and previously reviewed by the appropriate State agencies require substantially less information than proposals for new programs.

Likewise, options of programs, generally, do not change the intent or direction of an existing program but rather provide an alternative to the student, and so, do not require a large volume of information to be submitted to the SBCC.

Two copies of requests for program revisions or options to existing programs will be submitted to the SBCC using pages A-1 through A-9 of the Program Proposal form (Appendix A this Manual). A cover letter indicating additional staff; equipment; facilities; or courses, if any, required to accomplish the revision or add the option must be submitted simultaneously.

REVIEW AND ENDORSEMENT PROCEDURES FOR REVISIONS AND OPTIONS

After the SBCC reviews and consults, as appropriate, with other State agencies, the SBCC will inform the college of its decision. If the SBCC determines that the revision or option is in fact a new program, the college will be so informed and requested to submit a complete Program Proposal for a new program if it still desires such curricular development.

APPENDIX A

MARYLAND COMMUNITY COLLEGES

PROGRAM PROPOSAL

This Program Proposal should be prepared carefully, reviewed, and properly signed.

The information and estimates contained herein are complete and accurate to the best of my knowledge. The offering of the proposed program is consistent with the college's annual and long-range plans.

Signed:

_____ _____

President *Date*

A - PROGRAM DESCRIPTION

1. College: _____ Submission Date: _____

   Program (and Options) Title: _____

   Proposed Implementation Date: _____

   Program Code (HEGIS + two digit suffix): USOE CODE:

				-									

   Level and type of award (check as many as appropriate):

   ☐ AA Degree ☐ Transfer ☐ Option(s)

   ☐ Certificate ☐ Occupational ☐ Revision

2. Is this program being submitted as a regional program?

   ☐ No ☐ Yes If Yes, complete the Regional Program form also.

3. Has this program or any of the courses of this program been offered in noncredit curriculae?

   ☐ Yes ☐ No

4. Write a brief catalog-style program description. Give separate description for each Option.

5. Identify special program requirements.

   a) Are there unique program admission requirements (in addition to those of general college admission) that the student must meet?

   ☐ No ☐ Yes If Yes, please list.

   b) Is a work experience or field project required in this program? If applicable, include supporting information about a cooperative education program to satisfy the requirements in Section 102.98, "Requirements of Cooperative Vocational Education Programs" found in the DVTE Operational Handbook.

   ☐ No ☐ Yes If Yes, please give details; if experience is organized as a course, refer to course description.

c) Is a certificate or license required prior to employment?

☐ No ☐ Yes If Yes, please give details.

6. Determine advanced placement information.

a) Can part of this program be completed by the student through advanced placement, credit by examination, or prior experience?

☐ No ☐ Yes If Yes, please give details.

b) Can the entire program be completed by part-time students?

☐ Yes ☐ No If No, please explain.

7. List all required courses in the program. If the courses must be taken in a certain order, list them in sequence. In the Course Title block, mark all new courses with * and attach a complete course description. Also mark all occupational courses with **. Refer to the *Maryland Standards for Two-Year Colleges* for required course work distribution and general education requirements . . . no less than 60 nor more than 70 credit hours may be required.

Course Code No.	* or **	Course Title	Credit Hours	Weekly Student Contact Hours	Laboratory Hours
		TOTALS			

B - OBJECTIVES

1. List the major objectives of the program.

2. For required courses, list in detail the competency based objectives. Indicate the course(s) that fulfill(s) each separate objective. (A course may be listed more than once.)

Competency Based Objectives	Related Course Number

C - JUSTIFICATION OF PROGRAM

1. List the name and job titles and/or organizational affiliation of the members of the Program Advisory Committee. This committee, consisting of representatives from industry and the community, is consulted to assist in justifying the relationship of the program to employment and/or job opportunities.

Program Advisory Committee	
Name	Title/Organizational Affiliation

Present evidence of the advisory committee's involvement in the development of this program.

2. Student Interest: Based on your assessment of potential student interest, enter estimated enrollments for the first five years of the program. (NOTE: 3 part-time students = 1 full-time student.)

Enrollments	Year				
	First 19___	Second 19___	Third 19___	Fourth 19___	Fifth 19___
Full-time					
Part-time					
Full-time Equivalents					

Describe the population to be served by the program and the research method used to obtain the data for the enrollment projections.

3. Manpower Needs: Based on information available from the State Board for Community Colleges, estimates of National, State, and Regional manpower needs appropriate to the proposed program are tabled below. Local data should be supplied by the college. (Number of new openings per year.)

Projected Employment Opportunities	Year				
	First 19___	Second 19___	Third 19___	Fourth 19___	Fifth 19___
a) National					
b) State					
c) Regional					
d) Local					

4. Provide the projected average annual salary data for a program graduate.

Time Period	Average Annual Salary
Beginning	
After two years experience	

5. Describe the method by which the data for 3. and 4. were obtained.

6. List job titles used locally to designate the jobs for which above projections were made.

Job Titles	

7. List alternate fields of employment into which students who complete this program may enter if job opportunities in this program area are unavailable.

Field of Employment	

8. Provide information on the following student success indicators:

   a) Estimate the number of certificates or degrees to be awarded from the program for the first five years of the program and enter below.

Projected Graduates	Year				
	First 19___	Second 19___	Third 19___	Fourth 19___	Fifth 19___
AA Degree					
Certificate					
Other benchmarks of success					

   b) Estimate the percentage of students who will fall into the various categories which measure employment and satisfaction. This estimate will be compared with data gathered from the Statewide student follow-up study.

Criteria	Target Group	
	All graduates 8 months after graduation (DVTE study)	All entrants 3 1/2 years after entry (SBCC follow-up study)
Employed full-time		
Employed part-time		
Unemployed		
Continuing formal education		
Employed full-time in field of training		
Employed full-time when career development was goal		
Would recommend program to a friend		

D - ARTICULATION

1. From information obtained from the SBCC and other sources, provide the following data for similar programs.

Name of College or other Institution	Program Title	Current Enrollment	Number of Graduates Annually

2. Describe efforts made to work out cooperative program arrangements with any institution listed above as having a similar program. List contacts made with (a) local secondary school systems, (b) postsecondary educational institutions, (c) licensing agencies, and (d) other programs within the college. For purposes of program articulation and/or cooperative arrangements, give details where firm commitments or contracts have been made.

E - IMPACT OF THE PROGRAM

1. Explain any modifications to existing programs which the proposed program would cause, such as termination or enrollment changes.

F - TITLE IX IMPACT

1. What affirmative steps will be taken to eliminate sex bias, sex discrimination, and sex stereotyping associated with this program.

G - RACIAL IMPACT

1. Complete the Desegregation Impact Statement form (Appendix B this Manual) as required by the SBHE and the USOE's Office of Civil Rights. This form is utilized as a separate document. Thus, it should be completed in its entirety without reference to the *Program Proposal Manual*.

H - REQUIREMENTS FOR IMPLEMENTATION

1. Estimate the total number of new personnel required for the first five years of the program in the table below. (Use decimal equivalents when appropriate.) Attach job description(s) and qualification(s) for each new position(s).

Estimated Number of New Personnel Required (Noncumulative)	Year				
	First 19___	Second 19___	Third 19___	Fourth 19___	Fifth 19___
New Administrators					
New Faculty					
New Staff					
TOTALS					

2. Indicate that the staff and the procedures employed are adequate to insure administrative and supervisory support of the program and that counseling services necessary for successful career planning, placement, and follow-up services are provided.

3. Indicate that current provisions for facilities, supplies, equipment, and library holdings are adequate and appropriate for the program. Provide description of requirements for new or renovated facilities which will be needed. Describe any facilities and equipment available for use locally off-campus to support the program.

I - COST OF IMPLEMENTATION

1. Provide estimates of annual cost for the next five years of the program. Complete the tables below based on NEW REQUIREMENTS listed in Section F and your most accurate estimate of operational salaries and equipment costs and capital equipment and facilities costs. (Enter amounts in Functional Codes that apply.) Personnel includes faculty and staff support including clerical, administrative, and counseling personnel. Equipment includes supplies and library holdings.

Noncumulative Operational Costs						
		Year				
Account Code		First 19___	Second 19___	Third 19___	Fourth 19___	Fifth 19___
10	Personnel					
	Equipment					
20	Personnel					
	Equipment					
30	Personnel					
	Equipment					
40	Personnel					
	Equipment					
50	Personnel					
	Equipment					
60	Personnel					
	Equipment					
70	Personnel					
	Equipment					
80	Personnel					
	Equipment					
90	Personnel					
	Equipment					
TOTALS:						
(1)	Personnel					
(2)	Equipment					

Noncumulative Capital Costs						
		Year				
TOTALS:		First 19___	Second 19___	Third 19___	Fourth 19___	Fifth 19___
(3)	Facilities					
(4)	Equipment					

Noncumulative Total Cost					
	Year				
GRAND TOTAL:	First 19__	Second 19__	Third 19__	Fourth 19__	Fifth 19__
Total of (1), (2), (3), and (4) above					

2. a) Current college full-time equivalent student cost.

   $_____

   b) Estimated cost per full-time equivalent student of this proposed program.

   $_____

3. Are any non-State funds available from public or private sources to support the new program?

   ☐ No ☐ Yes If Yes, detail below.

Source	Amount

4. Does the college intend to enter into a contractual agreement with any organization or institution which offers instruction leading to the generation of credit which shall be submitted for State aid to community colleges?

   ☐ No ☐ Yes If Yes, explain.

J - PROGRAM EVALUATION

Describe how and when the college will evaluate the success of the program in relation to the stated objectives of the program.

APPENDIX B

DESEGREGATION IMPACT STATEMENT

FOR PROPOSED NEW ACADEMIC DEGREE PROGRAM

DATE: _____

Institution and Campus: _____

Chief Executive Officer: _____
(Signature)

Chief Academic Officer: _____
(Signature) Title or Position

Desegregation Coordinator or Equal Opportunity/
Affirmative Action Officer (or equivalent)
consulted: _____
(Signature)

1. Type or new academic degree program (check one).

   _____ New program requiring no facility change

   _____ New program requiring new facility*

   _____ New program requiring alteration or addition to facility*

2. Proposed new program title: _____

   HEGIS CODE #: _____

3. Describe program as it might appear in institution's catalog.

---

* NOTE: If new facility or alteration to existing facility is required for the program, e.g., capital cost, you may refer SBHE to Desegregation Impact Statement for the facilities proposal. Indicate page #(s) please.

4. Desired date of proposed program's implementation: _____

5. If the program being proposed is a joint effort with another or several other institutions, provide names of the cooperating institution(s) and describe participation.

6. Has the proposed program been approved/included in the institution's master plan?

___ Yes ___ No

7. Justification for Proposed New Academic Degree Program:

a) Provide data and source of data which suggests a need for the program. Cite national, State, regional, and local data and sources for justification. Such data might include an under-supply of personnel for a particular job market, or a national priority to develop special skills, and talents; or locally, support of changes in academic program as determined from FTE enrollments and qualitative changes in the academic discipline.

b) Would the program result in or create an identity for the institution, making it particularly attractive to other-race* students? For example, does the program represent a major change in the institution's present academic direction, or is it a continuing expansion of program offerings following the present direction?

---

* NOTE: "Other-race" refers to the non-predominant race(s) among the student body.

8. Duplication of Program:

   a) Report name of area institution(s) which offer similar program.

   b) If program is duplicative of area institution's program, report evidence of student demand for program at your campus.

   c) If program is duplicative of area institution's program, describe service area of your campus and degree or overlap in service area.

   d) If program is duplicative of area institution's program, describe briefly the mission of your institution and indicate the similarity or dissimilarity with area institution whose program is being duplicated.

9. Special efforts regarding other-race students:

   a) Describe any special recruitment efforts planned to recruit other-race student enrollment in the program.

b) Would other-race students wishing to enroll in this program have any special financial assistance available to them, other than those regularly available at the institution?

c) Describe any steps which may be taken to insure reasonable retention rates and academic performance on the part of other-race students (e.g., academic support services, counseling, tutorial help, etc.).

---

10. TO BE CONTINUED BY SEGMENT OR GOVERNING BOARD.

This Desegregation Impact Statement for a Proposed New Academic Degree Program has been reviewed by:

_____
(Segment Representative)

_____
(Date)

SBHE Form: Impact/Programs

APPENDIX C

MSDE-VTE-219-07-2/76

MARYLAND STATE DEPARTMENT OF EDUCATION

DIVISION OF VOCATIONAL-TECHNICAL EDUCATION

CONTROL NO. _____
DATE REC'D _____
DATE FW'D _____

AGENCY CODE _____
SCHOOL CODE _____
FISCAL YEAR _____

PROPOSAL FOR THE APPROVAL OF VOCATIONAL-TECHNICAL EDUCATION PROGRAM UNDER THE VOCATIONAL EDUCATION AMENDMENTS OF 1968 P.L. 90-576 THE MARYLAND STATE PLAN FOR VOCATIONAL-TECHNICAL EDUCATION BY LAW 3421

I. LEVEL
- _____ PRE-SECONDARY
- _____ SECONDARY
- _____ PRE-POST SECONDARY
- _____ POST SECONDARY
- _____ ADULT
- _____ OTHER (SPECIFY)

II. PROPOSAL
- _____ NEW
- _____ AMENDMENT

III. TYPE OF SERVICE
- _____ INSTRUCTIONAL PROGRAM
- _____ ANCILLARY PERSONNEL

IV. TYPE OF INSTRUCTION
- _____ PREPARATORY
- _____ SUPPLEMENTAL
- _____ RELATED
- _____ REMEDIAL
- _____ APPRENTICESHIP

V. FUND SOURCE
- _____ PART A 102B
- _____ PART B
- _____ PART F
- _____ PART G
- _____ OTHER (SPECIFY)

VI. PROGRAM TYPE
- _____ REGULAR
- _____ DISADVANTAGED
- _____ HANDICAPPED
- _____ OTHER (SPECIFY)

VII.

PROPOSAL TITLE _____

AGENCY _____

SUBMITTED BY _____
AGENCY CHIEF EXECUTIVE OFFICER (SIGNATURE)

TWO DIGIT PROGRAM AREA CODE _____

SEVEN DIGIT PROGRAM CODE _____
(TO BE COMPLETED BY STATE)

VIII.

1 The agency Chief Executive Officer certifies that
- A A copy of this approved proposal will be maintained on file at the agency central office
- B A copy will be placed in the individual school file for which the proposal was approved
- C The school or program administrator and other persons concerned with the operation of this program are aware of the program requirements as described in this proposal
- D All funds attributable to this program will be expended and accounted for under the federal rules and regulations and the State Plan, whether or not federal funds are used

2 Submission of this proposal and subsequent approval does not guarantee the amount of funds requested and/or approved. This program will be eligible to use federal funds, under the State Plan and the Vocational Amendments of 1968, within the funds available to the local educational agency through its annual allotment. These funds are to be expended from the part of the act indicated under sections V and VI of this proposal.

IX.

APPROVED AND PREPARED BY: _____
LOCAL PLAN COORDINATOR (SIGNATURE)

MSDE-VTE-219-03 _____

MSDE-VTE-219-02 _____

TIME CYCLE TO COMPLETE _____

DURATION OF PROGRAM

START DATE _____ STOP _____

BUDGET

LOCAL _____

STATE _____

FEDERAL _____

TOTAL _____

CONDITIONS OF APPROVAL

PROPOSAL APPROVED _____
(DATE)

_____
ASSISTANT STATE SUPERINTENDENT IN VOCATIONAL-TECHNICAL EDUCATION

Appendix D

MARYLAND STATE BOARD FOR COMMUNITY COLLEGES

PROPOSAL FOR DESIGNATION OF REGIONAL PROGRAM

This Proposal for Designation of Regional Program form should be prepared carefully, reviewed, and properly signed

The information and estimates contained herein are complete and accurate to the best of my knowledge. The offering of the regional program is consistent with the college's annual and long-range plans.

Signed:

_____ _____

President Date

A - REGIONAL PROGRAM DESCRIPTION

1. College: _____ Submission Date: _____

   Regional Program Title: _____

   Proposed Implementation Date: _____

   Campus Contact: _____

   Program Code (HEGIS + two-digit suffix): USOE Code:

				–									

   a) Level and type of award (check as many as appropriate):

   ☐ AA Degree ☐ Transfer ☐ Regional ☐ New Program

   ☐ Certificate ☐ Occupational ☐ Statewide ☐ Existing Program

   b) Original date of program implementation: _____

B - JUSTIFICATION OF REGIONAL PROGRAM

1. Indicate specifically the boundaries of the region to be served and explain why this geographical area is particularly suitable for this program.

2. Document contacts made with other colleges in region described above. Attach evidence that these other community colleges concur with your proposal to offer this regional program as described herein.

3. Project below the student enrollment which could be accommodated in this regional program.

Enrollment from THIS Political Subdivision					
	Year				
Enrollments	First 19___	Second 19___	Third 19___	Fourth 19___	Fifth 19___
Full-time					
Part-time					
Full-time Equivalents					

Enrollment from OTHER Political Subdivisions in the Region					
	Year				
Enrollments	First 19___	Second 19___	Third 19___	Fourth 19___	Fifth 19___
Full-time					
Part-time					
Full-time Equivalents					

4. List below (and indicate source of your data) the number of employment opportunities available in your subdivision and the number of ADDITIONAL new and replacement opportunities in the region (outside the sponsoring subdivision).

Projected Employment Opportunities	Year				
	First 19___	Second 19___	Third 19___	Fourth 19___	Fifth 19___
Local					

Projected Employment Opportunities	Year				
	First 19___	Second 19___	Third 19___	Fourth 19___	Fifth 19___
Additional Regional					

a) Source(s) of data:

5. From surveys undertaken in the region, indicate below the level of student interest in this program area.

6. Indicate CURRENT enrollments below (if this is an existing program). Trace as many years requested below as the program has been in operation.

Enrollments	PRIOR Year				
	Current 19___	First 19___	Second 19___	Third 19___	Fourth 19___
Full-time					
Part-time					
Full-time Equivalents					

C - FINANCIAL INFORMATION

1. Indicate noncumulative capital costs incurred and projected for this regional program.

Noncumulative Capital Costs			
TOTALS:	Past Years 19___	Current Year 19___	Projected Next Year 19___
Facilities			
Equipment			

2. Explain below the nature of any unusual capital start-up costs for facilities and/or equipment.

3. In order to show the estimated cost of this regional program in comparison to the college's average cost, please provide the following information so as to provide a basis for estimating cost of reimbursement for out-of-county residents under a chargeback system.

Cost	Current Year 19___	Past Year 19___
College-wide cost per FTE		
Estimated Cost per FTE - this Program		
Estimated Additional Cost per FTE - this Program		

4. Project below the estimated marginal cost per FTE of the ADDITIONAL regional students from other political subdivisions as reported in item B-3 and explain your rationale.

5. Note below the specialized nature of faculty, staff, facilities, and equipment currently being utilized by the college in this program area.

D - SPECIALIZED SERVICES

1. Note any particular feature(s) of the local economy, labor force, geography, communication, transportation, or other conditions which should be taken into account in this program.

2. Demonstrate specific articulation which has been sought with appropriate secondary school offerings in the region.

3. What specific services will the college provide students in seeking nearby off-campus housing, and otherwise serving the needs of a non-local population?

4. What opportunities are available locally for clinical experience, on-the-job training, and other relevant work experiences?

5. Describe efforts made to work out articulation agreements with four-year institutions in this region.

Appendix E

PROPOSAL FOR THE APPROVAL OF AN EXISTING PROGRAM

AS A NEW OFF-CAMPUS ACADEMIC PROGRAM

_____

Institution Submitting Proposal

_____

Off-Campus Location

_____

Department in Which Program Will Be Offered

_____

Name of Department Head

_____

Degree to be Offered
Certificate, Associate, Bachelor's, or Master's Degree

_____

Proposed Initiation Date

_____

Title of Proposed Program
(Include HEGIS Code Number)

_____ Date Program Received Initial Approval

_____ Date Off-Campus Program Approved by State Board for Higher Education

Title Page

The title page of the proposal should follow the format presented in the preceding page.

Abstract of Proposal

An abstract of the proposal (not more than one page) should be inserted between the Title Page and the body of the proposal.

Proposal

The proposal should consist of short replies to the questions which follow. Replies should follow the same sequence as the questions. Please precede each reply with the number and letter of the question being answered.

I. Objectives of the Program.

A. Please state the specific objectives of the program.

B. How would this program help achieve the objectives of your institution in terms of its role and scope within the total system of higher education in Maryland?

II. Justification for the Initiation of the Proposed Program.

A. What is the local and State need for people trained in this program? (Please describe job opportunities, or advancement opportunities due to upgrading.)

B. What is your data source?

C. Are there special reasons why the program should be offered through your institution rather than under the auspices of one of the other institutions in Maryland?

III. Courses of Study Leading to the Proposed Degree or Certificate.

A. List the courses (title and semester hours credit) that would constitute the course requirements of the proposed program.

B. List the electives.

C. State the number of courses and the total credit hours required for the program.

D. Does the program consist of one major, or are there various tracks or options? (If tracks or options exist please list them.)

IV. Similar Programs Presently Offered in Maryland.

A. List programs offered in this specialty by other Maryland public or private institutions?

V. Enrollment.

A. Indicate the enrollment you anticipate during the first three years of the program.

VI. Faculty.

A. What percent of the faculty will be full-time, part-time, adjunct?

B. Who assigns the faculty?

VII. Student Services.

A. Do students have counseling services equivalent to those on-campus?

B. Does the faculty/office have hours for advising the off-campus student?

VIII. Facilities.

A. Please list facilities to be used, buildings, classrooms, laboratories, or equipment, and the location of these in the program herein proposed.

B. Which additional facilities would be used should the facilities listed in A. above not suffice?

IX. Library Resources.

A. Which library and/or non-print media facilities are available to students at the off-campus site?

B. Describe how additional primary and secondary source materials will be made available?

X. Evaluation.

A. How will the program be evaulated?

B. Who evaluates the program?

C. Is it evaluated as part of the on-campus program, or as a separate program?

XI. Fees.

A. Is tuition the same on-campus as off-campus?

XII. Administration of Program.

A. Please give a short description of how the program will be administered.

6/2/77

MARYLAND COMMUNITY COLLEGES

Allegany Community College
Cumberland
W. Ardell Haines, President

Anne Arundel Community College
Arnold
Justus D. Sundermann, President

Community College of Baltimore
Baltimore City
H. William Hammond, Acting President

Catonsville Community College
Catonsville
B. A. Barringer, President

Cecil Community College
North East
William J. O'Connor, President

Charles County Community College
LaPlata
J. N. Carsey, President

Chesapeake College
Wye Mills
Robert C. Schleiger, President

Dundalk Community College
Dundalk
John E. Ravekes, President

Essex Community College
Essex
Vernon Wanty, President

Frederick Community College
Frederick
Lewis W. Stephens, President

Garrett Community College
McHenry
Alfred C. O'Connell, President

Hagerstown Junior College
Hagerstown
Atlee C. Kepler, President

Harford Community College
Bel Air
Ralph H. Jordan, Acting President

Howard Community College
Columbia
Alfred J. Smith, Jr., President

Montgomery Community College
Rockville, Takoma Park, Germantown
William C. Strasser, President

Prince George's Community College
Largo
Robert I. Bickford, President

Wor-Wic Tech Community College
Salisbury
Arnold H. Maner, President

UNIVERSITY OF CALIF.
LOS ANGELES
DEC 2 1977
CLEARINGHOUSE FOR
JUNIOR COLLEGES

SBCC:300:7-77